

Copy Cataloging with OCLC's CatExpress

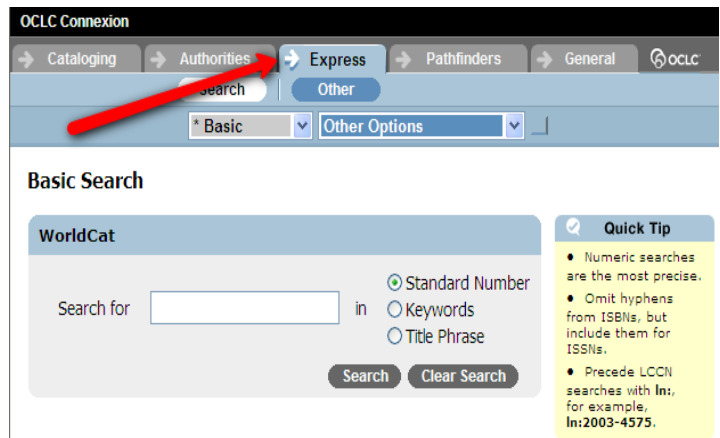
Copy Cataloging allows the library to locate an already-existing record to describe an item. In the copy cataloging process, the library's holdings symbol will be added to the record in OCLC WorldCat database and a copy of the record, with some minor local editing, will be selected for download so the library can import it to the local catalog system.

Finding, editing, and saving a record

1. Point the web browser to <http://connexion.oclc.org>
2. Log in with the library's cataloging authorization and password, then click "Logon"



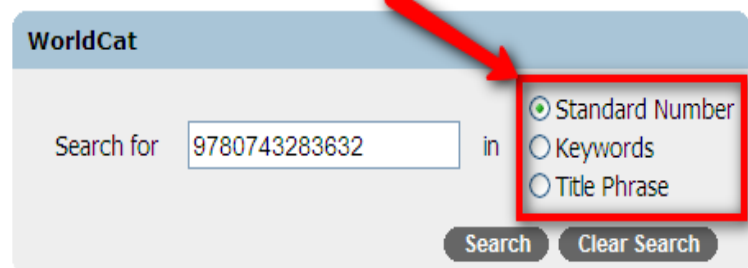
3. Choose the Express tab to use CatExpress



4. Type in the ISBN number of the item to be cataloged, then click "Search"

- Omit dashes when typing an ISBN
- Items may also be searched by Keyword or a phrase from the title by selecting that search option to the right of the entry box

Basic Search



5. Choose the record that best matches the physical item being cataloged by clicking on the title. Upon clicking, the full record will be shown.

2 records found searching for sn: 9780743283632 in WorldCat

View Record View List Action/Sort

Search Results

1 [High school confidential : secrets of an undercover student / Jeremy Iversen.](#)
Authors Iversen, Jeremy. **Year** 2006. **Extent** xii, 447 p. ; 24 cm. **Type** Book **ISBN** 0743283635 9780743283632 **OCLC#** 71341709

2 [High school confidential : secrets of an undercover student / Jeremy Iversen.](#) **PCC**
Authors Iversen, Jeremy. **Year** 2006. **Extent** xii, 447 p. ; 24 cm. **Type** Book **ISBN** 0743283635 9780743283632 **OCLC#** 70122607

View Record View List

6. Verify the record matches the physical items being cataloged.

- To see the record with full MARC tags, click “MARC Display”. Either view will work as the process continues.

Record Number (2) **Ownership:** No holdings in OIS - 596 other holdings; 4 other IIRs

Title	High school confidential : secrets of an undercover student / Jeremy Iversen.
OCLC	70122607
LCCN	2006-47745
Authors, etc.	Iversen, Jeremy.
Edition	1st Atria Books hardcover ed.
Publication	New York : Atria Books, 2006.
Physical Description	xii, 447 p. ; 24 cm.
Subject Headings	High school students -- United States -- Miscellaneous. Education, Secondary -- United States -- Miscellaneous.
LC Call No.	LB1607.5 .I94 2006
Dewey Call No.	373.18
ISBN	0743283635 9780743283632
Related electronic resource	Publisher description http://www.loc.gov/catdir/enhancements/fy0662/2006047745-d.html
Electronic version	Sample text http://www.loc.gov/catdir/enhancements/fy0662/2006047745-s.html
Electronic version	Table of contents only http://www.loc.gov/catdir/enhancements/fy0668/2006047745-t.html

7. Upon verification, click “EditRecord” to add local information to the record.

8. Add the holding library code for the library and the local call number that will be used to classify the item. The holding code is different from the OCLC Symbol, if you do not know it, contact the OCLC Help Desk at 800-854-5753 to find out the library’s holding code.

OCLC Holding Library Code **Price**

Call Number Class **Cutter** **Type:**

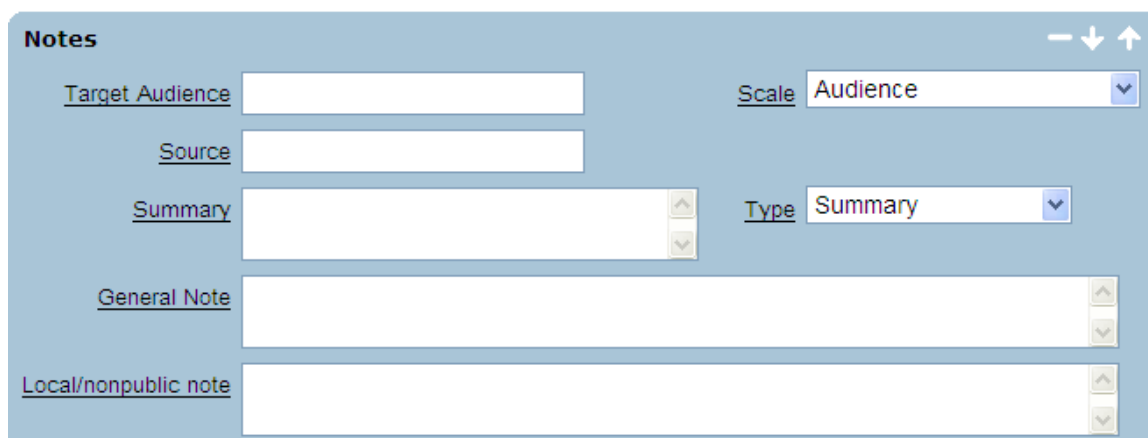
9. If desired, add additional local information.

Location

Add More Locations

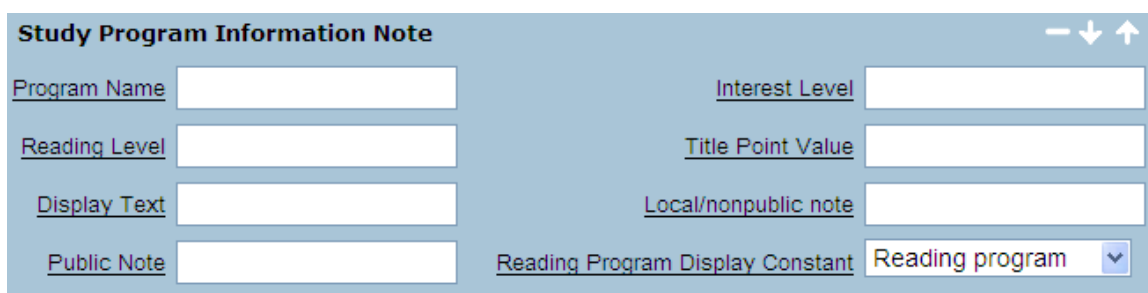
Location	<input type="text" value="OISA"/>	SubLocation	<input type="text"/>
Shelving Location	<input type="text"/>	Class	<input type="text"/>
Cutter	<input type="text"/>	Shelving Control #	<input type="text"/>
Call Number Prefix	<input type="text"/>	Barcode	<input type="text"/>
Copy Number	<input type="text"/>	Public Note	<input type="text"/>

10. In the notes area a summary, general notes, and other information may be added.



The 'Notes' form is a light blue rectangular box with a title bar containing the word 'Notes' and three navigation icons (minus, down arrow, up arrow). It contains several input fields: 'Target Audience' (text), 'Source' (text), 'Summary' (text with expand/collapse arrows), 'General Note' (text with expand/collapse arrows), and 'Local/nonpublic note' (text with expand/collapse arrows). There are also two dropdown menus: 'Scale' set to 'Audience' and 'Type' set to 'Summary'.

11. Some libraries may choose to add reading levels or other indicators to help a user identify an item.



The 'Study Program Information Note' form is a light blue rectangular box with a title bar containing the text 'Study Program Information Note' and three navigation icons (minus, down arrow, up arrow). It contains several input fields: 'Program Name' (text), 'Reading Level' (text), 'Display Text' (text), 'Public Note' (text), 'Interest Level' (text), 'Title Point Value' (text), 'Local/nonpublic note' (text), and 'Reading Program Display Constant' (text). There is also a dropdown menu for 'Reading program' set to 'Reading program'.

12. When all desired local information is added, click “Save to Catalog”

Save to Catalog

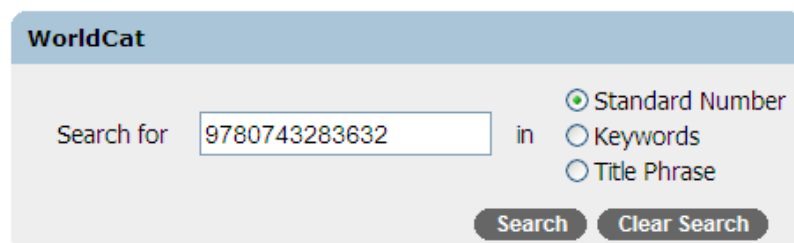
13. Saving the record adds the library’s holdings symbol to the record in OCLC’s WorldCat, plus it saves a copy of the record online to download when all items have been added.

- After saving the record, the window will revert back to the search screen and show a message indicating that cataloging was successful.

Cataloging Successful

"High school confidential : secrets of an undercover student / Jeren
OCLC No. 70122607 successfully cataloged.
You have successfully exported record (OCLC No. 70122607).
Please select 'Download Export Files' to retrieve exported records.

Basic Search

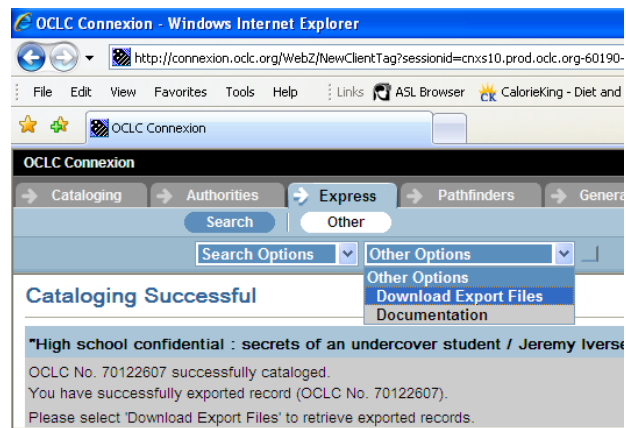


The 'WorldCat Basic Search' form is a light blue rectangular box with a title bar containing the text 'WorldCat'. It contains a search input field with the text '9780743283632'. To the right of the input field are three radio buttons: 'Standard Number' (selected), 'Keywords', and 'Title Phrase'. Below the input field are two buttons: 'Search' and 'Clear Search'.

Downloading MARC records from OCLC

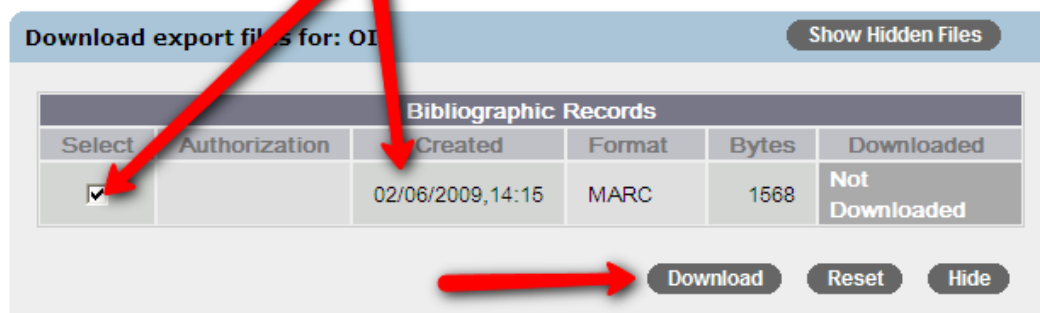
A batch of MARC records is available to download at the end of a session.

1. Choose “Download Export Files” from the “Other Options” drop down menu.

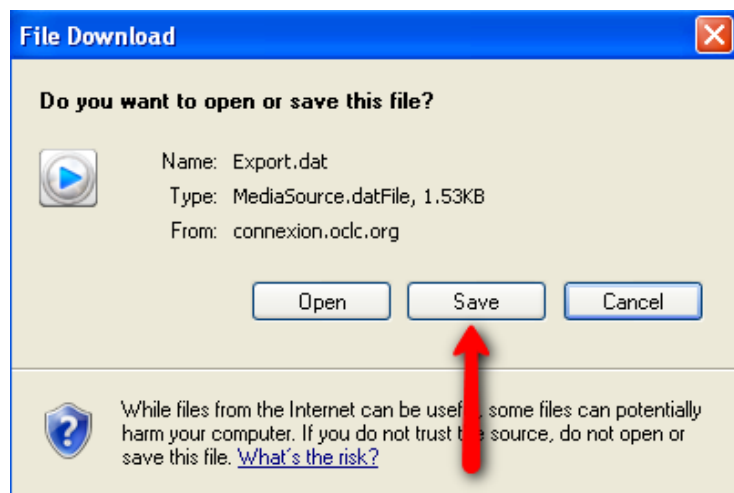


2. From the list of batches, click the box next to the listing for the records you want to download. Batches from previous sessions may be listed, double check the dates, then click “Download.”

Download Export Files



3. If a File Download window pops up; choose “Save” to save the file to the computer. Remember the location where it is saved so it can be retrieved later to import to the local catalog system. Your computer may automatically download the file without the extra steps of choosing location. Check with local administrators if unable to locate the downloaded file.



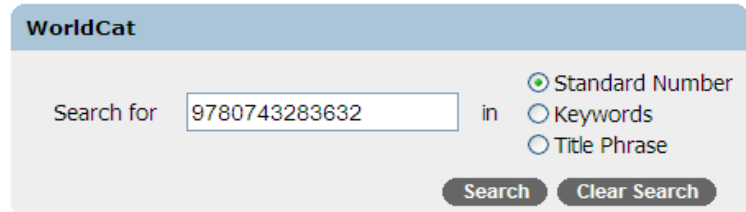
4. Once the file is downloaded, import the records to the local automated catalog according to the process defined by the local system.

Deleting Holdings in the OCLC WorldCat Database

Holdings in the WorldCat Database should be updated periodically to remove holdings systems from records for items that the library no longer includes in the collection.

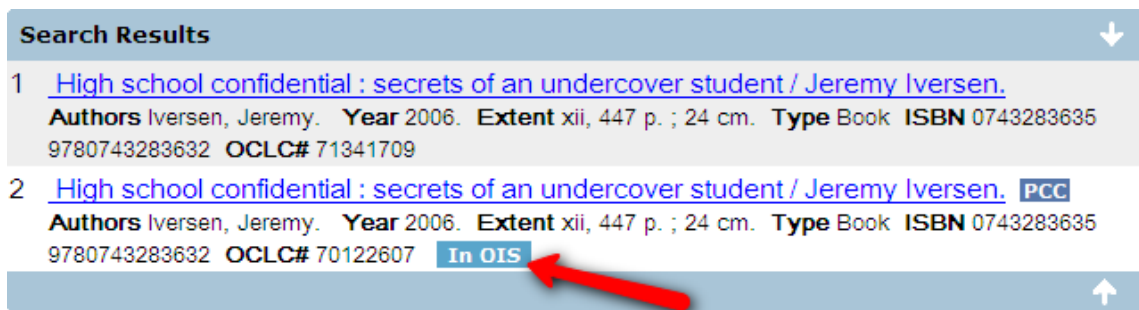
Basic Search

1. In the CatExpress search screen, search for an item record by ISBN, OCLC Number, Keyword, or Title Phrase.



The image shows the WorldCat Basic Search interface. It has a header "WorldCat" in a blue bar. Below it, there is a search box with the text "Search for" followed by a text input field containing "9780743283632". To the right of the input field is the word "in" followed by three radio button options: "Standard Number" (which is selected), "Keywords", and "Title Phrase". At the bottom right of the search area are two buttons: "Search" and "Clear Search".

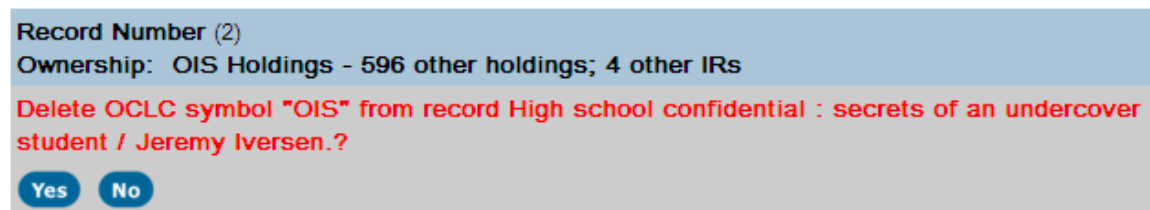
2. Select the record to which the library's holdings symbol is attached. Holdings are indicated at the end of the brief record view.



The image shows the Search Results interface. It has a header "Search Results" in a blue bar with a downward arrow on the right. Below the header, there are two search results. Each result starts with a number (1 or 2) followed by a blue link to the record. Below the link, there is a line of text: "Authors Iversen, Jeremy. Year 2006. Extent xii, 447 p. ; 24 cm. Type Book ISBN 0743283635 9780743283632 OCLC# 71341709". The second result has a "PCC" label in a blue box. Below the text, there is a blue button labeled "In OIS" with a red arrow pointing to it. At the bottom right of the results area is an upward arrow.

3. Click "Delete Holdings" to delete the library's holdings symbol from the record.
4. Confirm the action when the system prompts.

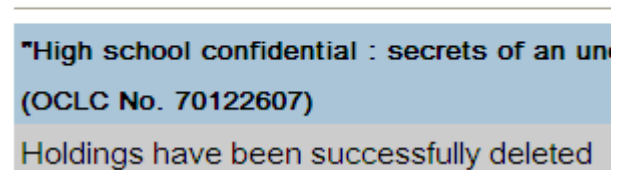
Delete Holdings



The image shows a confirmation dialog box. It has a header "Record Number (2)" in a blue bar. Below the header, there is a line of text: "Ownership: OIS Holdings - 596 other holdings; 4 other IRs". Below that, there is a line of text in red: "Delete OCLC symbol 'OIS' from record High school confidential : secrets of an undercover student / Jeremy Iversen.?". At the bottom, there are two buttons: "Yes" and "No".

5. Upon successful deletion of the holdings symbol, a message with "Delete Holdings Success" will show in the CatExpress window.

Delete Holdings Success



The image shows a success message box. It has a header "High school confidential : secrets of an un" in a blue bar. Below the header, there is a line of text: "(OCLC No. 70122607)". Below that, there is a line of text: "Holdings have been successfully deleted".

6. To return to the search window, click "Search" near the top.

